

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

05/02/97

Revised

**TITLE:** LABORATORY ASSISTANT

## DEFINITION

Under close supervision, to perform chemical and bacteriological analyses and examinations according to standard methods and procedures; to collect wastewater samples; and to do related work as required.

## DISTINGUISHING CHARACTERISTICS

This is the trainee level class in the Industrial Waste and Laboratory series. Employees perform the more routine inspections and routine laboratory analyses allowing them to qualify for promotion to higher level classifications at the Wastewater Treatment Plant.

**REPORTS TO:** Laboratory Manager

### SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the Laboratory Manager and lead direction from Lab Technicians.

## EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following:

- Perform chemical, bacteriological, and biological analyses of samples taken from wastewater treatment plant processes, industrial waste and domestic water.
- Prepare and standardize solutions and reagents used in laboratory analyses.
- Observe housekeeping and safety regulations.
- Clean, acid wash, and sterilize laboratory glassware, equipment, and utensils.
- Collect samples and perform routine monitoring.

## QUALIFICATIONS

**Knowledge of:**

- Principles and practices of analytical chemistry, bacteriology, and biology.
- Mathematical computations involved in data analysis.

**Ability to:**

- Assemble data, perform calculations, and prepare reports.
- Lift heavy manhole covers and ascend and descend tall vertical ladders.
- Understand and carry out oral and written instruction.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school with courses in chemistry, biology, and mathematics.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Work overtime, weekends and holidays as scheduled.

Possession of an appropriate, valid class "C" California Motor Vehicle Operator=s License.

Incumbents must obtain a Grade I Industrial Waste Inspection Certification or a Grade I Laboratory Technologist Certification from the California Water Pollution Control Association within 18 months of employment.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Laboratory Assistant

**TO:** Laboratory Technician I